

CHEMIST I

DISTINGUISHING FEATURES

The fundamental reason the Chemist I position exists is to handle sample analysis, sample receiving, sample management, or data reporting and ensure that all methodologies conform to federal and state regulations. The Chemist I is required to maintain all required data documentation, logbooks and quality control data required to maintain license with the Arizona Department of Health Services. The Chemist I is the entry level position for the Chemist class and may receive daily instructions from the Chemist II, but reports to the Senior Chemist.

ESSENTIAL FUNCTIONS

The Chemist I may perform any or all of the following duties:

Analyze compliance and operations samples as dictated by present and future regulations, including Water Quality, Pretreatment and Superfund programs.

Maintains all Quality Control records for the work group in accordance with federal and state regulations and Laboratory Quality Assurance Manual.

Analyze samples for microbiology, wet chemistry and metals parameters using microbiological techniques, classical chemistry, IC, TOC or GFAA per EPA or Standard Methods. Perform any required sample prep and any other miscellaneous duties.

Prepares compliance reports to meet requirements for the state and federal agencies. Interprets analysis results and informs supervisor or proper agency if problem exists.

Keep current with all new methods, rules and regulations and implement new requirements. Participate in audits of contract laboratories, sample receipt, sample management, sub-contracting and bottle prep.

Perform routine trouble-shooting and maintenance of instruments. Keep maintenance records.

Participate in 100% peer data review. Participate in annual state audit.

Assists Chemist II or Senior Chemist in future planning of expanded testing services and budget preparation.

Responsible for following and promoting all safety procedures.

Attendance and punctuality are essential to this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Laboratory technique and protocols for chemical or microbiological analysis of water and wastewater samples, or the management of samples and data reporting. Must know, understand and follow QC requirements for each analytical method.

Ability to:

Work occasional weekend and emergency work.

Produce written documents with clearly organized thoughts.

Establish and maintain effective working relationships with co-workers, supervisors, and the general public.

Enter data or information into a terminal, PC or other keyboard device.

Communicate effectively both verbally and in writing.

Listen and communicate effectively with a diverse group of people.

Prioritize own work tasks and complete work within specified time periods and deadlines.

Education & Experience

Any combination of experience and education equivalent to at least 2 years performing analysis or other related functions in an environmental laboratory and a Bachelor's degree in chemistry, microbiology or related field.

Experience with microbiology, wet chemistry, IC, GFAA, TOC or sample control and project management, required.

No major driving citations in the last 39 months for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified